

Contract No. DE-AC08-98NV13149

ATTACHMENT B
REPORTING REQUIREMENTS

REPORTING REOUIREMENTS

The Contractor shall prepare and submit the following recurring plans and reports. DOE reserves the right to request additional reports or to modify reports at any time. The contractor shall be responsible for the development of some specialized reports.

REPORT DISTRIBUTION LIST/ADDRESS AND REPORTING ELEMENTS

| <u>REQUIREMENTS</u> | <u>FREQUENCY</u> |
|---|-------------------------|
| Alien Visitor Report | Monthly |
| Military Certification | Monthly |
| Infraction Report | Quarterly |
| Estimates of Requests for Q and L Clearances | Quarterly |
| Emergency Lock Box Survey | Semiannual |
| Badge Office Activity Report | Annual |
| Facility Security Plans | Initial & Annual Review |
| Breach of NTS Rules & Regulations | As necessary |
| Loss or Theft Report | As necessary |
| Termination Occupational Exposure | As necessary |
| Unauthorized Aircraft Report | As necessary |
| Correspondence Regarding Special Events (Reports of preliminary inquiries, special assignments, etc.) | As necessary |
| Report of Unsecured Property | As necessary |

REQUIREMENTS

FREQUENCY

| | |
|--|--------------------|
| Irregularity Reports | As necessary |
| Stolen or Confiscated Property Receipt Report | As necessary |
| Exercise Update | Monthly |
| Status Report on Occurrence Reports Pending | Monthly |
| Performance Indicators Program | Monthly, Quarterly |
| Security Infraction Report | Quarterly |
| OPSEC Status Report | Quarterly |
| Unaccounted for Classified Document Report | Quarterly |
| DOE F 5484Y Tabulation of Work Hours, Vehicle Usage and TORT Claims | Quarterly |
| Emergency Preparedness | Annual |
| Information Security Oversight Report | Quarterly |
| 5 Year Emergency Management Plan | Annual |
| 10 Year Strategic Emergency Management Plan | Annual |
| Form OSHA No. 200, Log and Summary of Occupational Injuries and illnesses | Annual |
| Air Quality Permit Incinerator Use Report | Annual |
| Occurrence Reports | As required |

REQUIREMENTS

FREQUENCY

| | |
|---|---|
| Daily Operations Reports | As required |
| DOE Fort 5484X, Individual Accident/Incidence Report | As required |
| State Industrial Insurance System (SIIS) Form C-3, Employer's Report of Industrial Injury | As required |
| Receipt Report | As necessary |
| DISCAS Cost Report | Monthly to be received by 4th workday of the following month |
| Financial Plan Response | Bi-monthly |
| Contractor Personnel and Industrial Report | As required |
| Annual Budget | Annual and updated periodically as required |

The annual budget requires the maintenance of a budgeting and estimating capability, and periodic updating required for cost requirements for changing program requirements. Such budget and estimate preparation must be prepared in sufficient detail to provide cost breakdowns by DOE appropriations, programs, and the various users within those programs.